



Solicitation Information

14 April 03

RFP # B02302

TITLE: HAZWOPER Training (re-bid)

Submission Deadline: 6 May 03 @ 11:15 AM

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **24 April 03 at 12:00 Noon (EDT)**. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Department of Environmental Management (RIDEM), is soliciting proposals from qualified firms to provide a services contract in order to establish an Agency Price Agreement (APA) for the procurement of HAZWOPER, *the Hazardous Waste Operations and Emergency Response standard*, training courses for personnel as described herein and in accordance with the terms of this Request and the State's General Conditions of Purchase which is available from the Internet at www.purchasing.state.ri.us.

This is a Request for Proposal, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases (State Department of Administration, Second Floor).

Instructions to Offerors

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. PROPOSALS FAXED TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). *This is a requirement only of the successful vendor.*

- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Background

The Rhode Island Department of Environmental Management responds to oil spills and hazmat incidents to protect the public health and the environment. The Department is an integral part of the State of Rhode Island's Domestic Preparedness strategy.

With this proposal, RIDEM seeks to enhance the level of training for a specific group of response workers with courses that will conform to the specific requirements of The Occupational Safety and Health Administration (OSHA) standard, the Hazardous Waste Operations and Emergency Response Standard, (HAZWOPER) title 29 of code of federal regulations (CFR) 1910.120, and any other applicable codes or standards as well as present a course that will be relevant and interesting. Under these guidelines, workers are to be trained to the highest level of skill, responsibility, and exposure that they will be assigned.

In addition, the department seeks to enhance its emergency management training program for other department staff with a variety of additional training programs. Vendors are asked to submit course descriptions for training offered in the areas of emergency response, oil spills, hazmat and domestic preparedness. These areas represent the wide range of challenges facing our department staff today for which training is a necessary component and, in most instances, a required job enhancement. With this training element DEM employees will have the opportunity to gain and improve the skills needed to perform their jobs successfully and to ensure job readiness and ensure compliance with state and federal regulations and requirements. This proposal must include but not be limited to the following courses.

SCOPE OF SERVICES

The vendor firm will conduct a 24 hour, 3 - 8 hour day course under (HAZWOPER), the Hazardous Waste Operations and Emergency Response standard, Title 29, the Code of Federal Regulations (CFR 1910.120) for the Rhode Island Department of Environmental Management.

The course will be a basic training course for the staff of the Department of Environmental Management who respond to oil spills to protect sensitive areas and wildlife. These staff might be part of the initial phase of a response to releases or potential releases of oil and petroleum products or those who, more likely, would be part of the post emergency phase of the event. The specific tasks to be performed by course participants involve wildlife capture and natural resource damage assessment of resources at risk. The job functions for the staff targeted for this course include: the retrieval of oiled birds on shore, by boat, canoe and kayak; employment and use of deterrents equipment to include pyrotechnics; limited employment of booming materials to protect sensitive areas; exposure to weather conditions, establishment of bird cleaning facility; exposure to various electrical/water safety issues; exposure to product, zoonotic diseases and bird handling safety concerns. The job functions for the marine staff which includes marine biologists include: surveillance of affected areas by boat and shore; limited booming of sensitive areas by boat and shore; damage assessment and sampling and oversight of cleanup of affected resources.

The course should outline the defensive roles played to protect people, property, and the environment from the effects of the released material as well as their role during the active response phase, though minimal.

The course shall address the HAZWOPER regulations, why they are important and the methodology for responding to an emergency involving oils and petroleum products, and the role of various responders.

Upon completion of the course, participants will receive a written certificate from the vendor indicating that they have successfully completed the training for **Hazardous Materials Technicians** and demonstrated the necessary competencies as described in 29 CRF 1910.120(q)(6)(iii).

Additional types of courses for other divisions at the Department may include the following:

A.) 8 Hour HAZWOPER Refresher Course in accordance with OSHA 29 CFR 1910.120 (q) (6) (8)(i)Refresher Training - This 8 Hour Refresher Course will be repeated on an annual basis. Upon completion of the course, participants will receive a written certificate from the vendor indicating that they have successfully completed the annual refresher training for **Hazardous Materials Technicians** and demonstrated the necessary competencies as described in 29 CRF 1910.120(q)(8)(i).

16 Hour, 2 day Hazmat Level A/Level B WMD Refresher - It is anticipated that this course will be conducted semi-annually for the Department's Emergency Response Team. It will focus on Level A competencies and response to WMD incidents marine oil spill emergency response and confined space training for the Department's Emergency Response Team. The curriculum will instruct on the proper procedures for responding to biological, chemical, nuclear incidents, PPE, ICS, Health Safety/Decon and Mitigation Exercises. This course will utilize classroom lecture and hands-on field exercises. Upon completion of the course, participants will receive a written certificate from the vendor indicating that they have successfully completed the semi-annual refresher training for Hazmat Level A/Level B WMD Training for the Department's Emergency Response Team.

C) Vendor is strongly encouraged to provide information regarding additional course offerings that might be of interest to the department. Information should be presented as previously described and will be considered as part of the bid package.

Each of the above courses should be bid with this process on the attached Addendum Sheets.

Course Format

The State will provide the classroom for this instruction. The course should be taught as a combined classroom, lecture, team and tabletop and field exercise program as appropriate. It must be presented over consecutive days. All participants will receive a manual provided by the vendor with the approval of DEM consistent with state policies and procedures. Rough estimates are 10 – 30 students per class

Date of Initial Class: The course will be provided within sixty days of DEM contacting the vendor for services. Services will be authorized from the date of award, renewable at the exclusive option of the State for up to five years. A facility will be provided by the State. Additionally, the contractor(s) should provide off-site advice and assistance via telephone. The contractor will provide all other requirements for the course. Meals and transportation for course participants are not included.

The final curriculum for courses will be determined with the successful vendor. Additional competencies as they relate to OSHA 1910.120 may be required. Vendor may bid on all or part of the proposal.

Proposed Contract Term: Approximately 1 June 03 – 1 June 07.

Pre-Submission Questions and Proposal Submission:

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **24 April 03 at 12:00 Noon (EDT)** . Please reference the

RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Purchases Help Desk at 401 222-2142, ext 134.

Responses **(an original plus four (4) copies)** should be mailed or hand-delivered in a sealed envelope marked “**RFP # B02302: HAZWOPER Training**” to:

By Courier:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

By Mail:

**R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered. The “official” time clock is located in the Reception Area of the Division of Purchases, One Capitol Hill, Providence, RI

Responses must include the following:

1. A completed and signed R.I.V.I.P. generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>)
2. A completed and signed W-9 (Taxpayer Identification Number and Certification) which is also downloadable from the Division of Purchases website listed above (item 1)
3. A statement of experience describing the Vendors background, qualifications, and experience with and for similar projects, and all information described in this solicitation.
4. A comprehensive price list for services. The Cost Proposal Summary form

No estimate of or commitment to a specific level of funding is made through this RFP pending appropriation of funds. The Cost Proposal Summary form must be completed and submitted (see attached). A comprehensive price list for all services, including hourly rates or per diem fees for all professional staff, costs of training and other materials, group or volume discounts available, "home office" charges and/or mark-up, and all other costs or fees which may apply must be submitted. Include instructor travel, accommodations and meals in rate. Lunch for participants will not be included by the vendor.

A description of the corporate background of the vendor:

Qualifications of the firm and statement of prior experience including list of similar projects undertaken and list of clients,

As appropriate, resumes of key staff who may provide services covered by this Request.

A statement of the firm's approach to the subject matter; an outline of the curriculum and statement of learning objective as it relates to the scope of services. Include a complete description and sample of course materials.

(*Vendors must have significant prior experience providing emergency response training programs to industry and government. Instructors must have at least 3-5 years experience with course material).

EVALUATION AND SELECTION

Proposals will be evaluated and scored by an RFP Technical Evaluation Committee, which shall report its findings, and make a recommendation for contract award, to the Division of Purchases.

The following criteria will be used to evaluate and score proposals:

1. Capability, capacity and qualifications as demonstrated by successful engagement by other public and governmental clients (or private entities in these areas) and corporate background.
25 points
2. Qualifications of professional staff as evidenced by resumes of staff who may be assigned to perform direct services.
50 points
3. The applicability of the training materials and the approach to the curriculum that will result in the integration of classroom, tabletop exercise and team approach toward an understandable and successful presentation of the required course competencies.
25 points
4. Cost (*evaluation will be based on an average cost per student*).
(Lowest Cost/ cost of proposal being evaluated X 25 points)
25 points

Maximum evaluated score = 125 points.

NOTE: Submittals which fail to attain a minimum aggregate score of seventy-five (75) technical points under performance criteria 1, 2, and 3 (maximum 100) shall be disqualified from further consideration.

Notwithstanding the foregoing, the State reserves the right to accept or reject any or all offers, to award on the basis of cost alone, and to act in its best interest.

Proposals found to technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Department will present written findings, including the results of all evaluations and will make a recommendation to the Director of the Department of Administration, who will make the final selection for this requirement.

The State may award contracts to multiple vendors.

HAZWOPER **COURSE OUTLINE**

Specifically, OSHA 1910.120 (q) (6) (iii) (A) provided the following guidance for this section of the curriculum. Course topics should include instruction in the following competency areas:

Phase I

Know how to use field survey instruments and equipment to classify, identify, and verify known and unknown materials.
Know how to select and use proper specialized personal protective equipment provided to the hazardous materials technician.
Understand and be able to apply hazard and risk assessment techniques.
Be able to perform advanced control, containment and/or confinement operations within the capabilities of the resources and available personal protective equipment.
Understand and implement decontamination procedures.
Understand termination procedures.
Understand terminology and behavior of chemicals and their toxic effects.
Know basic hazard and risk assessment techniques.
Know how to select and use proper personal protective equipment necessary for the first responder (defense) operation level.
Understand basic hazardous materials terms.
Know how to perform basic control, containment, and/or confinement operations within the capabilities of the resources and available personal protective equipment.
Know how to implement basic decontamination procedures.
Understand the relevant standard operating and termination procedures.
Understand the hazards of oil and the risks in a spill.
Understand what happens during an emergency involving spilled oil.
Recognize the presence of oil or related hazardous materials in an emergency.
Identify hazardous substances, if possible (e.g., appearance, smell, monitoring equipment).
Recognize when help is needed and when to request assistance from the response team AND

Phase II

Specifically, OSHA 1910.120 (e) (1) (ii) provided the following guidance for this section of the curriculum. Course topics should include instruction in the following competency areas.

Post-Emergency Cleanup - Exposures Below Exposure Limits Or Non-Recurring Minimal Exposure

Know the how to develop a site safety and health plan for spill cleanup.
Know the safety, health, and other hazards present during oil spill cleanup.
Know safe cleanup work practices including decontamination procedures to minimize risks.
Know how to use available controls and equipment, including contamination control procedures and personal protective equipment, to minimize risks.
Know and be able to recognize signs and symptoms of overexposure to hazards present.

With an Identifiable Question and Answer Session.

Note: Sources used in preparation of the curriculum was OSHA Regulations and Training Marine Oil Spill Response Workers Under OSHA's Hazardous Waste Operations and Emergency Response Standard, U.S. Department of Labor Occupational Safety and Health Administration OSHA 3172, 2001.

COST PROPOSAL SUMMARY (Term 1: Initial 2 years of contract, approx 1 Feb 03 – 31 Jan 05)

Course Title: _____

A. Personnel Cost

Name /Title	Task	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
			subtotal \$ _____

B. *Equipment/Materials

Costs

_____	_____	
_____	_____	
_____	_____	
		subtotal \$ _____

C. Travel/Lodging Expenses (govt. rates)

Costs

_____	_____	_____
_____	_____	_____
		subtotal \$ _____

D. Other Expenses (include meals)

Costs

_____	_____	_____
_____	_____	_____
		subtotal \$ _____

students

cost per student

TOTAL _____
(A,B,C,D)

_____ \$ _____

COST PROPOSAL SUMMARY (Term 2: 1 Feb 03 – 31 Oct 07)

Course Title: _____

A. Personnel Cost

Name /Title	Task	Hr Rate	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
			subtotal \$ _____

B. *Equipment/Materials

Costs

_____	_____	
_____	_____	
_____	_____	
		subtotal \$ _____

C. Travel/Lodging Expenses (govt. rates)

Costs

_____	_____	_____
_____	_____	_____
		subtotal \$ _____

D. Other Expenses (include meals)

Costs

_____	_____	_____	
_____	_____	_____	
			subtotal \$ _____

students

cost per student

TOTAL _____
(A,B,C,D)

_____ \$ _____